

Date

Dear Veteran Business Owner:

******ACTION IS REQUIRED WITHIN 90 DAYS OF RECEIPT OF NOTIFICATION FROM VA******

As you may be aware, President Obama signed the *Veterans Small Business Verification Act* in October of 2010. This law requires the Department of Veterans Affairs (VA) to verify your business status as owned and operated by Veterans, service-disabled Veterans or their eligible surviving spouses. This law is intended to protect Veterans, their families and survivors who have Veteran-owned small businesses.

By now you should have received a letter from VA with specific instructions on the documents you are required to submit to VA to verify your Veteran-owned small business (VOSB) to ensure that your business is listed in the Vendor Information Pages (VIP) database. We have attached a copy of the instructions for your convenience.

Please note, the law requires you to submit these specific documents to VA no later than 90 days after you receive the notice from VA.

Once VA receives the complete application with all necessary documents, it will be processed for decision generally in the order of receipt but also in the following order of priority:

- 1st Priority: Businesses in line for award of a VOSB set-aside contract by VA;
- 2nd Priority: Businesses that have already filed their applications for the Verification Program; and
- 3rd Priority: Businesses that have not yet filed their applications prior to receipt of this letter.

For your convenience, VA has a help desk to address questions:

Phone: 202-618-3765
Hours of Operation: 8:00 am and 5:00 pm Eastern time
Monday through Friday
E-mail: vacoexam@va.gov
Anytime – 24/7

Thank you for your cooperation in helping us implement this important law. We also want to thank you for your service and for supporting all Veterans through your Veteran-owned small business.

Sincerely,

Name of Organization

Enclosure

Submission Instructions

Part I (Must be completed by **Businesses that have not yet submitted their application for verification**):

1. Access and log into your profile on www.vip.vetbiz.gov;
2. Enter your email address and password. If you have forgotten your password, click the link "forgot password" and your password will be reset;
3. Review your profile for accuracy and make any necessary changes;
4. Once you submit your update, you will be offered the opportunity to apply for the VOSB Verification Program. Please be sure to follow all directions for filling out the application form (VA Form 0877); and
5. Sign your application utilizing your electronic signature.

Part II (Must be completed by **all businesses**):

1. Use the attached chart to locate and select your type of business listed on the top of the column of the chart (please choose just one). Selections include:

<u>Business Type</u>	<u>Definition</u>
Sol Prop	Sole Proprietor
Part	Partnership
LLC/LLP	Limited liability company/limited liability partnership
Corp S or C	Corporation (subchapter S or subchapter C)*

* An **S corporation** is a corporation that, for Federal income tax purposes, makes a valid election to be taxed under Subchapter S of Chapter 1 of the Internal Revenue Code.

* A **C corporation** is a corporation that, for Federal income tax purposes, is taxed under 26 U.S.C. § 11 and Subchapter C (26 U.S.C. § 301 et seq.) of Chapter 1 of the Internal Revenue Code.

2. Next, read down the appropriate column for an "X" in the box to identify the documents required for your business type. Make a photocopy of these documents.
3. For your protection, use a marker to "black-out" any personal information on your copied documents, like a Social Security number, home address or home phone number.
4. Review your copied documents to ensure your business name and address are easy to read. It is acceptable to hand-write the company name and your 9-digit Data Universal Numbering System (DUNS) number at the top of the form.
5. After checking for completeness, scan each document electronically in .pdf file format.

6. Create a CD with all your documents on it and label it with your company's DUNS number, followed by your company name (example: 123 456 789 Jones, LLC).
7. In a cover letter, be sure to inform us that you have removed all sensitive information from your documents and, if you are not sending one or more of the required documents, please include a note of explanation in that cover letter.
8. Using a commercial courier service (such as UPS, FedEx, or similar service), send the CD to the address below. **Important! Do not send by the US Postal Service!** This is due to mail security arrangements at federal buildings that may damage or destroy the CD.

U.S. Department of Veterans Affairs
Center for Veterans Enterprise (00VE-275)
Attn: Verification
810 Vermont Ave., NW
Washington, DC 20420

9. For those who would prefer to upload submissions electronically, VA will post detailed instructions on www.VetBiz.gov on or about February 1, 2011.

*****SAVE THE DATE*****
2011 Annual National Small Business Conference and Expo
August 15-18, 2011
Ernest N. Morial Convention Center
New Orleans, Louisiana

Veteran-Owned Small Business Verification Program Document Checklist

Locate the column that applies to your business structure. Where an "X" appears, submit that document or, if you do not have that document, submit a statement of explanation. Please ensure each document is labeled on the top of the form as it appears in last column and "save" the document using that name.

During application review, additional documents may be requested by the examiners at their discretion. Documents that may be reviewed are identified under 38 CFR 74.12 and 38 CFR 74.20.

Documents to be submitted at time of application	Sole Prop	Part	LLC/LLP	Corp S or C	Document Name
Section 1 - General Information:					
1.1 License: Business and/or personal professional, industry, and/or other licenses, permits or accreditations held by Applicant and/or its employees which are required for Applicant to do business	X	X	X	X	1.1 License
1.2 Resume: Resumes of all owners, directors, partners, officers and other key personnel, which include: education and training received; former employers, dates of employment, position titles and responsibilities; present employer, date of hire, position title and responsibilities Note: multiple resumes will be named 1.2a Resume, 1.2b Resume, etc.	X	X	X	X	1.2 Resume
Section 2 - Financial Information:					
2.1 Tax 1040: For all owners of a VOSB/SDVOSB that own 33% ownership or greater, to include Sole Proprietors, include IRS personal Federal tax form 1040, U.S. Individual Income Tax Return, with <u>all</u> corresponding W-2s and K-1s as well as the Schedule C that were submitted to the IRS for the past two years.	X	X	X	X	2.1 Tax 1040
2.2 Tax 1065: For partnerships, IRS Federal Tax Form 1065, U.S. Return of Partnership Income, and corresponding K-1, Share of Income (Loss), for past two years.		X			2.2 Tax 1065

Documents to be submitted at time of application	Sole Prop	Part	LLC/LLP	Corp S or C	Document Name
2.3 K-1: For both LLCs and LLPs; they may elect to file as Sole Proprietorship (<u>Schedule C</u>), partnership (Federal tax form 1065) K-1, or S Corporation (1120S) K-1. Please provide corresponding Federal tax documentation corresponding K-1 documentation for the past two years.			X		2.3 K-1
2.5 Payroll: Payroll Distribution Ledger Summary and W-2's (Wage and Tax Statement) for preceding year (Full year) and year to date (Jan to present)	X	X	X	X	2.5 Payroll
2.6 Signature cards: Signature cards authenticated by financial institutions (Banks/Credit Unions/etc.) and approximately 20 checks from operating account	X	X	X	X	2.6 Signature cards
2.7 Contracts: Copies of last 5 contracts and proposals (Cover page and Signature Page only)	X	X	X	X	2.7 Contracts
Section 3 - Management Information:					
3.1 Mgmt agreements: Management and Services agreements, to include Building Lease agreements and negotiated checks or instruments supporting payment of the agreements (Last 3 months' worth)	X	X	X	X	3.1 Mgmt agreements
3.2 Op agreement: Operating Agreement including all amendments	X	X	X	X	3.2 Op agreement

Documents to be submitted at time of application	Sole Prop	Part	LLC/LLP	Corp S or C	Document Name
Section 4 - Legal Structure:					
4.1 Voting: Ownership voting (i.e. proxies and voting trust agreements)		X	X	X	4.1 Voting
4.2 Partnership agreement: Partnership Agreement, including all amendments		X			4.2 Partnership agreement
4.3 Shareholder agreement: Shareholders Agreement, including all amendments			X	X	4.3 Shareholder agreement
4.4 Formation: Official Certificate of Formation and Operating Agreement with any amendments	X	X	X	X	4.4 Formation
4.5 Minutes: Minutes of first and most recent stockholder and Board of Directors meetings		X	X	X	4.5 Minutes
4.6 Bylaws: All corporate bylaws and all amendments		X	X	X	4.6 Bylaws
4.7 Art of Org: Articles of Organization, including all amendments			X		4.7 Art of Org
4.8 Art of Inc: Articles or certificate of incorporation filed with the Secretary of State including all amendments				X	4.8 Art of Inc
4.9 Stock: Stock registers for Applicant or stock ledgers showing listing all shares of issuance.		X	X	X	4.9 Stock